

# ZOOM QUICK START GUIDE

## DOWNLOAD THE ZOOM APP

To get started with Zoom, you'll need a computer or mobile device and the Zoom app.



[fsu.zoom.us/download](https://fsu.zoom.us/download)



[App Store](#) | [Google Play](#)

## QUICK LINKS

**Web Portal**  
[fsu.zoom.us](https://fsu.zoom.us)

**Join a Test Call**  
[fsu.zoom.us/test](https://fsu.zoom.us/test)

**Schedule a Meeting**  
[fsu.zoom.us/schedule](https://fsu.zoom.us/schedule)

**Join a Meeting**  
[fsu.zoom.us/join](https://fsu.zoom.us/join)

## MORE INFO

For more Zoom tips and tricks, visit:  
[its.fsu.edu/zoom-guide](https://its.fsu.edu/zoom-guide)

## GET STARTED

1. Go to **fsu.zoom.us**
2. Select **Sign In** for Zoom or Zoom for HIPAA
3. Sign in with your FSUID and password

NOTE: Zoom for HIPAA should be used by employees who work with Protected Health Information (PHI)

## START AN INSTANT MEETING

1. Select **Meetings** or go to **fsu.zoom.us/meeting**
2. **Sign in** with your FSUID and password if you are prompted
3. Select **Personal Meeting Room**
4. To invite others, click **Copy the Invitation** and share with your invitees (paste it into a text, email or calendar event)
5. Click **Start Meeting**

## SCHEDULE A FUTURE MEETING

1. Select **Meetings** and **Schedule a New Meeting**; or go directly to **fsu.zoom.us/schedule**
2. Sign in with your FSUID and password
3. Enter your meeting date, time, and details
4. Click **Save**
5. To invite others, click **Copy the Invitation** and share with your invitees (paste it into a text, email or calendar event)

## JOIN A MEETING

### ... URL

1. Open the meeting invitation
2. Click the meeting URL provided under **Join Zoom Meeting**
3. A web browser will prompt you to launch meeting or download Zoom app

### ... Zoom Desktop or Mobile App

1. Open the app
2. Select **Join**
3. Enter the Meeting ID number and your screen name
4. Select if you would like to connect audio and/or video and click **Join**

### ... Web Portal

1. Go to **fsu.zoom.us/join**
2. Enter the Meeting ID number
3. Click **Join**

### ... Dial In With Phone Number

1. Open the meeting invitation
2. To call in from your mobile device, click a link under **One tap mobile**
3. To call in manually, dial the number under **Dial by your location**
4. Enter the Meeting ID when prompted

